

**Mt. San Antonio College
Campus Equity and Diversity Committee (CEDC)
Group Memory of November 3, 2014
8:00 a.m. – 9:30 a.m.**

Committee Members:

- | | | | |
|--|--|--|--|
| <input checked="" type="checkbox"/> Genee Arvidson-Perkins | <input checked="" type="checkbox"/> Joanne Franco (notes) | <input checked="" type="checkbox"/> Johnny Jauregui (in place of Robert Montoya) | <input checked="" type="checkbox"/> Tuan Vo |
| <input type="checkbox"/> Robert Coder | <input checked="" type="checkbox"/> Jim Jenkins | <input checked="" type="checkbox"/> Tony Rivas | <input type="checkbox"/> Gabriela Ulloa |
| <input checked="" type="checkbox"/> James P. Czaja | <input checked="" type="checkbox"/> Lorraine Y. Jones (Co-chair) | <input type="checkbox"/> Tim Takashima | <input checked="" type="checkbox"/> Lisa Zahn |
| <input checked="" type="checkbox"/> Tom Edson (Co-chair) | <input type="checkbox"/> Kambiz Khoddam | | <input checked="" type="checkbox"/> Keon Hall (Student Representative) |
| | | | <input checked="" type="checkbox"/> Aysha Haq (Student Representative) |

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome/Introductions	<ul style="list-style-type: none"> Meeting began at: 8:10 a.m. New student representatives, Keon Hall and Aysha Haq. 	<ul style="list-style-type: none"> Purpose and Function statement to be sent to student representatives
2. Review Memory from October 6, 2014	<ul style="list-style-type: none"> Memory from October 6, 2014 was approved as written. 	
3. Agenda Review	<ul style="list-style-type: none"> Add - EEO Plan revision review to the agenda topicsCo 	
4. EEO Plan Revision Review	<ul style="list-style-type: none"> Copies of the EEO Plan, version 6, was provided to the committee Color coding is: <ul style="list-style-type: none"> Yellow – added at last meeting Fuschia – added and agreed to prior, but has moved for consistency and flow (ex. Pg. 6 – was moved there from another section since it was a definition) Job related measure – there was a change – p 7 (will be adjusted to be more broad); section was modified to be more general P15 - suggested edits: for consistency P 15 – EEO Representatives are required to receive... P 30 – changed to: EEO Representatives are authorized to request... Add D – I – (examples would be: when committee members have chosen who are selected for interviews, however, the committee changes the interview questions after all have been developed, to tailor the questions to specific applicants – the EEO Rep should be able to inform the committee that the questions should not be adjusted; there have also been instances where the committee members are screening applications based on their criteria, not committee criteria) D. I. - EEO reps retain the obligation to realign the immediate processes consistent with the EEO plan and relevant Administrative Procedures The committee will receive another copy with the changes from LYJ and it will remain as 	<ul style="list-style-type: none"> LYJ will send out another copy with the changes to the committee

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	version 6	
5. EEO Training	<ul style="list-style-type: none"> EEO training is usually held in the spring, since much faculty hiring goes on around that time There will be EEO training through POD and LYJ will be facilitating LYJ Suggests that the next meeting will be for the EEO training, however it will take up the whole meeting 	
6. Proposed language from Human Resources regarding hiring AP's	<ul style="list-style-type: none"> It was suggested that the changes for AP7120 be discussed at the next meeting AP 7120: Recruitment and Hiring: Faculty JC provided copies of the AP and provided the committee with suggestions as the policy begins with travel reimbursement but should really begin with the EEO plan (yellow: additions, purple: to take out, for another AP) JC suggesting 2 separate AP's: Travel reimbursement and faculty ranking process The District and Senate may meet early next year to discuss the changes with regards to AP7120, and the role of CEDC and the committee recommendations was discussed CEDC will review all hiring AP documents and provided recommendations First section taken from the EEO Plan – should be on each hiring AP Campus utilizes three AP's for hiring – AP 7120, AP 7121, AP 7122 – Faculty, Management and Classified There are two other employee groups that do not have AP's (Confidential, Supervisory) EEO is not addressed in AP 7120 Section D: Screening – there are items that come up, such as job relatedness – related to a person's ability to do the job; Discussion regarding the sections of AP's took place and travel reimbursement was also discussed TE: recommendations: committee review (strike 1st pg) Review pg 2 through 3rd to last page (ends at revision) Adjunct section – last 2 pages (Hourly Academic Employee Selection Procedures) EEO Plan sections to be reviewed in conjunction with the AP: II, III, VIII, X, XI, XII 	<ul style="list-style-type: none"> Committee will review AP 7120 and EEO Plan LYJ will identify what areas should be consistent for all APs
7. Chancellor's Office Language (from IT)	<ul style="list-style-type: none"> DOE standards for student data in 2007 – we are already capturing that data, allowing to choose multiple ethnicities Can run data through data mart For employees, there is currently no mechanism, however we can adjust Banner (in the employee portal) PeopleAdmin is the system that we use, and it captures that data – currently only full time employees are reflected in PeopleAdmin; we are moving forward to capture student employees, short terms, etc. However, that section is not always filled out; the access for any changes for employees, would be through the employee portal 	
8. EEO Parking Lot		

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9. Open Session (open items)	The Open Session is where any topics may be discussed	
10. Set agenda for next meeting	<ul style="list-style-type: none">• Welcome/Introductions• Review Memory from November 3, 2014• Agenda Review• EEO Training• EEO Plan revision review• Proposed language from Human Resources regarding hiring AP's• Chancellor's Office language (from IT)• EEO Parking Lot• Open Session (open items)• Set agenda for next meeting	

FUTURE MEETING DATES

Monday, December 1, 2014

Meeting ended at 9:27 am